

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814

(916) 322-5462



October 5, 1984

ALL-COUNTY LETTER NO. 84-104

TO: All County Welfare Directors

SUBJECT: Revisions to Emergency Response Statistical Reporting
Instructions for Form SOC 291

REFERENCE: All-County Letter 84-71

This letter transmits revisions to the instructions for the Preplacement Preventive Services Quarterly Report Form SOC 291 (6/84).

The current SOC 291 instructions require counties to count an emergency response as a "face-to-face contact". However, during the CWDA SB 14 Task Force meetings it was agreed that, for statistical reporting purposes only, a more appropriate count for emergency response would be an "in-person response" (to include an attempted "face-to-face contact"). An "in-person response" occurs when a social worker makes a field visit whether or not a "face-to face contact" occurs.

Effective with the October - December 1984 report quarter, counties will report the number of "in-person responses" made during the report period in Section I, Part A, Item 2, "Received during current quarter". Item 6b, "No. of referrals - no investigation needed" will show a count of the number of reports which were not referred to the emergency response program for an "in-person response" because 1) the report does not allege abuse, neglect or exploitation, or 2) the caller does not provide sufficient information to determine the location of the family (child and/or parents) in order to make an in-person response. All "in-person responses" where the child could not be located would be disposed of under Section I, Part D, Item 4, "Number of cases investigated and closed - no further action needed".

If you have any questions regarding these reporting requirements, please call Kip Steely of the Statistical Services Branch at (916) 323-2330 or (ATSS) 473-2330.

A handwritten signature in cursive script that reads 'Robert T. Sertich'.

ROBERT T. SERTICH
Deputy Director
Administration